



MUNAZUM ALI MIRANI

Cell # 0333-2087972

E-mail: munazum.ali@gmail.com

SUMMARY:

- Possess strong written and oral communication skills
- Demonstrated quantitative and analytical skills with strong attention to detail
- Ability to handle multiple tasks and meet deadlines
- Proficient in Microsoft Word, Excel and the Internet
- Extensive knowledge of warehouse management systems and services
- Ability to take initiatives and work under minimal supervision
- Positive attitude with excellent time management skills
- Proven track record of supervising and monitoring materials
- Extensive knowledge of logistic operations like distribution, transportation and warehousing
- Possess strong interpersonal and problem solving skills

EDUCATIONAL BACKGROUND:

- *B.A From Shah Abdul Latif Univercity of Khairpur in 2005.*
- *Intermediate from Larkana Board(Sindh) in 2003.*
- *Matriculation from Larkana Bord (Sindh) in 2000.*

<i>PROFESSIONAL EXPERIENCE:</i>
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Hashoo Group Hospitality**Cluster Procurement Executive****January 2019 – to till date**

- For procurement operations of Three Five Star Hotels in south region.

Zaver pearl continental hotel Gwadar

Pearl continental hotel Karachi

Marriott Hotel Karachi

“Zaver Pearl Continental Hotel Gwadar”**Material Officer****March 2017 – January 2019**

- Processed all department requisitions and orders.
- Researching for best prices in the market and potential vendors who can supply the required amount of quality products on time.
- Compile Reports and make the comparison sheet for Director & Senior Management for future requirements/decision-making related to purchasing.
- Negotiation- evaluation quotations and negotiation agreement terms and conditions with vendors for the best price and value
- Scheduling- coordinate with suppliers/customers to ensure required material as per schedule.
- Networking- market research for the new products, trends and processes to competition.
- Identifying potential vendors, circulating RFQ/scope through Tejari transact (Bravo solution), acquiring proposals and negotiating to ensure best possible commercial terms and conditions are finalized in the contract.
- Arrange crises purchase on priority basis for smooth operation.
- Regular meeting with end user to understand their needs, future projects, resolving issues & responding queries.
- Supervises shipping of the materials to ensure that they there are no defective items in the materials.
- In conjunction with the Finance Director, providing input into agreeing the annual/regular procurement spend, savings target and key projects with budget holders.
- Identifies the emergency requirements of the materials and arranges supplies for the same
- Build and maintain good relationships with new and existing supplier

“MHS Tailoring & Textile Trading LLC” Dubai

Sales Manager

January 2015 –October 2016

- Dealing with any queries or complaints
- Advising customers on their purchases
- Ordering, managing and taking out stock
- Helping with promotions
- Overseeing deliveries
- Managing and motivating staff (in a senior role)
- Making sure sales targets are met

“Haji Abdul Razik Khan & Brother”

Import Manager

2012 to 2014

- Assigned the tasks of processing shipments of materials and equipment like confirming of delivery as well as liaise with shipping vendors
- Work closely with service providers to gather shipment details, resolve problems or streamline processes.
- Communicate with Customs brokers, provide and review tariff code information and instructions related to international shipments (inbound and outbound)
- Responsible for assisting Logistic professionals with load-out of items being shipped
- Assigned the tasks of maintaining proper record of inventory of items in warehouse and order as required
- Participate in, develop and conduct training activities for individuals and groups pertaining to import and export regulations
- Processed receipts of materials by using oracle systems

“F.J Corporation Agents Pvt. Ltd ”

Import Export Executive

January 2002 to 2012

- Responsible for making shipment arrangement as per customer's requirements
- Fully aware of the full legal process to import & export.
- Shipment clearance and charges procedures at the customs.
- Assisting the shipping, forwarding company in shipment clearance process at the customs.
- Keeping track on cargo movement.
- Check import export documents to determine cargo content.
- Prioritize items for dispatch as well as prepare distribution plans
- Support and maintain on going documentation of logistics procedures related to daily functions

<i>PERSONAL DETAIL:</i>

Name	:	Munazum Ali Mirani
Date of Birth	:	15/01/1985
I.D. #	:	42201-6874459-7
Marital Status	:	Single
Contact Number	:	0333-2087972
Email Address	:	munazum.ali@gmail.com
Residential Address:		Flat no. 506, Habib Crown Residency, block 14 Gulistan-e-Jauhar, Karachi.

Reference:

Will be provided as per requirement.